



# ST. TIMOTHY CATHOLIC SCHOOL

*Living, Learning & Serving in the Light of Christ*

St. Timothy Catholic School  
Parent-Student Handbook  
2025-2026

Dear St. Timothy Family,

Welcome to St. Timothy Catholic School. It is the common goal of home and school to provide an educational experience that lends itself to academic, spiritual, social and emotional growth. In order to provide the most positive experience possible, it is necessary to have clear policies and procedures. These help create a safe and encouraging environment that helps all children be successful.

Please take the time to thoroughly read this handbook and become familiar with the content. After reading the Parent-Student Handbook, please be sure to complete the Signature Page and Truancy/Absence Agreement found in your Ready, Set, Go folder. All paperwork should be returned to one of your homeroom teachers.

Thank you for choosing St. Timothy Catholic School as a partner in your child's education. These formative years are so important and we look forward to working together with you to help your child grow.

Sincerely,

Mrs. Ashley Rehkamp  
Principal

Mrs. Pam Ollier  
Assistant Principal

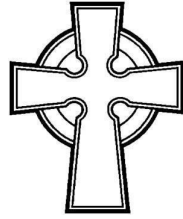
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## St. Timothy Catholic School

### **MISSION**

St. Timothy Catholic School will synergize with families to extend the mission of our parish to *Stir into Flame the Gift of God*. The school complements the Worship, Community, Outreach, and Faith Formation ministries of our parish. We will begin each day with the end in mind by identifying what a St. Timothy student looks like from preschool through 8th grade. We will be proactive in accommodating children of varied learning styles and economic backgrounds while striving for the excellence of each student's academic, social, emotional, and physical growth deeply rooted in our Catholic faith. Especially through Service Learning, our students will become active and responsible leaders who embrace the teaching and Gospel message of Jesus Christ and His Church put into practice.

### **PHILOSOPHY**

As a school with Jesus Christ as our role model, we are committed to providing our students with a strong Catholic education, and to forming independent thinkers who follow His example. Within the St. Timothy School community, each child is valued as a unique individual and will be given every opportunity to meet his or her potential. This is accomplished by:

- Collaboration among faculty, administration, priests, parents and students
- Fostering an atmosphere of mutual respect, communication and accountability
- Consistently administering policies and using appropriate reinforcements
- Using specialized strategies and research-based materials
- Embracing technology
- Challenging every student to maximize his or her academic achievements
- Inspiring high standards for teachers and staff
- Maintaining a living curriculum through assessment, data analysis, progress monitoring, reflection and implementation

## VISION

St. Timothy Catholic School is recognized in the Diocese of Covington as a leader in exemplary Catholic education for Kindergarten through 8<sup>th</sup> grade. This is achieved through a continuous school improvement plan that includes maintaining high academic standards, embracing 21<sup>st</sup> century learning, promoting community outreach, and managing enrollment. Above all, St. Timothy Catholic School awakens Catholic values present within each child by living the faith through love of God, self, and others.

## VIRTUS®

In compliance with the policies of the Diocese of Covington, the VIRTUS® training directives will be strictly enforced at St. Timothy Catholic School. ANYONE volunteering in a classroom or the cafeteria, going on a field trip, or having contact with our children in any way must be fully trained and in compliance. Consult the diocesan website, [www.covidio.org](http://www.covidio.org) for all necessary information. You can also contact the front office for guidance.

In a continuing effort to provide a safe environment for our children, the Diocese of Covington has several employee/volunteer mandates in place as part of its Child and Youth Protection program.

To become compliant, go to **Child & Youth Protection** on the diocesan website and:

1. Click on **Diocesan Policy**. Read the policy, then print out and fill in the Acceptance Form. Return the form to the school office.
2. A **Background Check** must be submitted and returned before volunteering.
3. Register for a training class at [www.virtus.org](http://www.virtus.org) under **Registration**.
4. **Volunteer Forms** must be obtained from the school or parish office, completed and submitted before volunteering.

After completing the above items, you are required to read a monthly bulletin online and answer a question about what you read in order to stay compliant.

## MATTHEW 18 PRINCIPLE

According to this principle, there are several clear principles that Jesus taught in solving problems.

- **Keep matters confidential**
- **Keep the circle small**
- **Be straightforward**
- **Be Forgiving**



**St. Timothy parents agree to demonstrate their support and cooperation by: (1) trusting St. Timothy faculty and administration with academic and disciplinary actions; (2) refraining from unproductive talk and gossip regarding administrative decisions, policies and procedures; and (3) practicing the Matthew 18 principle when resolving conflicts. When you go to the person(s) directly involved in the situation, problem or misunderstanding, you can generally solve most problems. Administration should be brought into the issue only after the parents, students, and teachers have discussed the situation and not been able to resolve it. It is never appropriate to call or text teachers/staff at home or on their personal phones. The principal may be contacted via cell phone only during school hours. Families should never contact staff via any forms of social media.**

## **CURRICULUM**

A continuing objective of St. Timothy Catholic School is to meet the needs of individual students and to provide a learning environment, which is both stimulating and supportive in accordance with Diocesan Curriculum Guidelines.

### **Spiritual/Religious**

The parent holds the right and the responsibility for the spiritual development of his/her child/children. The uniqueness of a Catholic school lies in its explicit effort to complement and reinforce this role of the parent. Christian values become a vital part of the total curriculum.

Religion classes are conducted for all students enrolled at St. Timothy Catholic School. In accordance with the philosophy of our school, and the PSR program, we follow the *Diocesan Religious Education Curriculum Guidelines* and the *National Catechetical Directory for Catholics of the United States*.

### **Prayer**

The school day begins and ends with an all school prayer. Prayers are also said before lunch/snack. Middle school students recite a decade of the rosary each day.

### **Weekly Mass**

Students will attend Mass at least once a week and on special occasions. Time is set aside for Adoration and Reconciliation.

### **Standardized Religion Test**

The ARK (Assessment of Religious Knowledge) is administered to students in grades 2-8 in the third quarter.

### **Sacramental Preparation**

The Sacraments of Reconciliation and the Eucharist are administered to Catholic students in the second grade. The Sacrament of Confirmation is offered to Catholic students in the eighth grade. Parental involvement in these programs is critical. Informational meetings for parents will be held during the sacramental years. Retreats are held for both second

grade and eighth grade students prior to receiving the sacraments. Students in grades 2-8 are given the opportunity to receive the Sacrament of Reconciliation periodically throughout the year.

*Please note: As per diocesan policy, non-Catholic children in a Catholic school are required to take religion classes with their class. Non-Catholic children may have limited participation in sacramental celebrations and liturgical ceremonies at the discretion of the Pastor/Coordinator of Religious Education.*

### Service Learning/Community Service

In addition to the religion curriculum, all students in grades K-8 participate in service learning projects and student-led community service. We strive to instill our faith through service, just as Christ did. Service learning is part of our foundation at Saint Timothy Catholic School. Our goal is for classes to be involved throughout the year with the assigned service agencies.

### Theology of the Body

In 7<sup>th</sup> grade, students will visit *Theology of the Body* – the Catholic Church’s vision of human sexuality. This is in an effort to protect and prepare our students from misinformation and cultural influences outside of the church. Again, this is an on-going conversation best suited for the home where parents can address sensitive, personal issues about treating our bodies with dignity and respect. The *Theology of the Body* class serves to complement and reinforce this parental role.

A second notification will be sent home directly with the students closer to the time it will be taught in class.

## **ACADEMICS**

St. Timothy Catholic School is accredited by the Non-Public State Accreditation Program of Kentucky and meets the curriculum requirements set forth by both the state and the Diocese. The accreditation process is conducted every five years and reviewed every year.

To further improve our continuing objective to meet the needs of individual students and to provide a learning environment which is both stimulating and supportive, our faculty embraces a team approach to utilize RTI (Response-to-Intervention). Intervention specialists, a speech therapist, school counselor and teacher aides are on-site to help support this learning.

### Subjects Taught

- Religion
- Language Arts
- Math
- Social Studies
- Technology/STREAM
- Music, Art, Physical Education
- SEED (Social Emotional Educational Development)
- Spanish (grades 2-8)

### Grading System

The school year is divided into quarters, each lasting approximately 8 weeks. K-1st will receive a standards-based report card, 2nd grade will begin the transition to the percentage/letter grades that 3<sup>rd</sup> – 8<sup>th</sup> grade receive. 2nd grade will receive grades as listed below until the 3rd quarter when percentage/letter grades will begin. Students will be graded in the areas of academic achievement, responsibility, conduct, and reverence. A hard copy of the report card will *only* be given out during the 1st quarter at Parent/Teacher conferences. Report cards for the remaining quarters must be viewed by parents on Sycamore.

<b><u>K-1st</u></b>	<b><u>2nd</u></b>	<b><u>3rd-8th</u></b>
AS Area of Strength	Distinguished 90-100	A 93-100
SP Satisfactory Progress	Proficient 80-89	B 85-92
PH Progressing with Help	Apprentice 70-79	C 76-84
AC Area of Concern	Novice 60-69	D 70-75
NA Not Assessed at this time		F 69 & below

### Informal Progress Reporting

Teachers will keep parents informed of student progress, especially if the student is not making the progress as he/she is expected. To keep parents informed, the teacher may do one of the following:

1. Contact the parent by phone or email
2. Send home examples of the student's work
3. Request a conference with the parents
4. Update Sycamore frequently

Parents are encouraged to contact the teacher if they feel the need to discuss their child's progress. Parents who wish to meet with the teacher should:

1. Email the teacher to schedule a meeting.
2. Write a note to the teacher.
3. Call the school office during school hours 859-384-5100.

The use of the school email is the best way to communicate with the teachers, principal and staff.

It is recommended that parents first discuss any concerns regarding their child with the teacher involved. If a satisfactory conclusion is not reached after this discussion, parents should feel free to discuss the problem with the Principal.

### Formal Progress Reporting

Grading periods consist of 4 quarters lasting approximately 8 weeks. During the 1st quarter, we will host Parent/Teacher Conferences to review students' grades and speak with their teacher. A parent or teacher can request a conference at any time. We strongly encourage parents to schedule conferences with their teachers if they have concerns. During the spring semester, student-led conferences will be held.

### Homework

Homework is the continued responsibility of learning and practicing skills taught in class. Homework also makes parents aware of what the student is learning. Homework may consist of studying, reading, and/or written work. Below are *suggested* time limits for homework. If your child is consistently taking a greater or lesser amount of time than the guidelines, please contact their teacher. **Twenty minutes of reading/night is also required in addition to homework minutes.**

1st- 10 minutes	4th- 40 minutes	7th- 70 minutes
2nd- 20 minutes	5th- 50 minutes	8th- 80 minutes
3rd- 30 minutes	6th- 60 minutes	

### Honors Math, ELA

Students excelling in Math and ELA through the fifth grade will have the opportunity to take Honors Math and/or ELA courses. If the student is not maintaining the academic requirements for the honors classes, a meeting may be called with the student and parents to discuss their performance and determine an appropriate plan moving forward. This may include a probationary period or a different class placement as advised by administration.

The purpose of taking Honors Math is to prepare students to take high school algebra as an 8<sup>th</sup> grader. The top 25% of each class, according to previous grades, multiple MAP scores, teacher recommendations and math placement scores may all be considered when determining class placements. Once the student is placed into the program by accomplishing the established criteria, they must maintain proficiency throughout the school year to stay in the Honors Math course for the current school year and the next school year.

Once the student has completed their 7<sup>th</sup> grade year in eighth grade Pre-Algebra, one of two things can occur:

- (1) The student may be invited to participate in Algebra Honors at St. Henry District High School (SHDHS). This class is offered by invitation only and is based on the previous year's end of year math MAP score.

- (2) The student participates in Algebra on-site. The student will need to take the SHDHS Math Placement test in April for entry into Algebra II Honors their freshman year.

*\*\*We cannot guarantee that all Honors math students will be invited to SHDHS, nor pass the math placement test they offer.*

The purpose of taking Honors ELA is to challenge students who enjoy literature and writing. The top 25% of each class, according to previous grades, multiple MAP scores, teacher recommendations and writing samples may all be considered when determining class placement. Once the student is placed into the program by accomplishing the established criteria, they must maintain proficiency throughout the school year to stay in the Honors ELA course for the current school year and the next school year.

### Class Lists

Creating class lists involves the careful consideration of many factors, including but not limited to gender make-up, size, social experiences and professional judgment. We take care to create the best learning environment and experience for every student in every class. Therefore, requests for specific teachers are **not** accepted.

### Assessments

*Measures of Academic Progress* (MAP) is a computerized, adaptive assessment program that provides St. Timothy teachers the information they need to improve teaching and learning and make student-focused, data-driven decisions. Students in grades K through 8<sup>th</sup> will take MAP in the areas of reading, mathematics and language usage in the Fall, Winter, and Spring. Dates for MAP testing are determined by the Diocese and must be followed.

### Intervention

St. Timothy aspires to meet the needs of all students, including those with learning disabilities and difficulties. It is our goal to enable students to take ownership of their own learning and promote self-advocacy.

Who do we serve? Currently, students with a diagnosed learning disability, autism, ADHD, and disorders and other health impairments may qualify for some level of intervention services. The learning and/or physical disabilities of these students must be evaluated by the appropriate professionals and have documentation of the diagnosis and recommendations. This documentation helps provide a clear picture of the student's strengths and areas of weakness and will facilitate the development of an Alternative Learning Plan (ALP).

Speech and language delays will be evaluated and serviced through the Boone County Board of Education.

There may be circumstances where limited resources prohibit us from being the best choice for a student with special needs. St. Timothy Catholic School may not be able to accommodate disabilities that significantly impair the learning environment for the other students and teachers. Therefore, the administration will determine, on a case-by-case basis, if specific students will be granted enrollment.

## STUDENT RESPONSIBILITIES

### Assignments

Assignments must be completed and handed in on time. 1st-8th grades have a student agenda that is used to record and organize assignments. Teachers may require parents to sign their child's agenda daily. It is the student's responsibility to ask for make-up work after returning from an absence.

### Cheating/Plagiarism

Students who are caught cheating or plagiarizing may receive an automatic detention and/or other disciplinary action. If the student is caught cheating/plagiarizing on a quiz, homework assignments or assignments worth less than 50 points, the student may receive an automatic zero for their grade. If the student is caught cheating/plagiarizing on a test or assignment with a value greater than or equal to 50 points, the student, at the teacher's discretion, may be allowed to complete another assignment or project to earn back no more than half the value of the original assignment.

### Communication

Communication between parent and teacher is vital and students play an important role by seeing that notes between home and school are given to the teacher upon arrival to school or to parents upon arrival home. The best way to reach your child's teacher is via email. Teachers are allowed 24 hours to return a call or email during the week. If an email is received on the weekend, the teacher will respond on Monday.

**Agendas** are used to record daily objectives, class/homework assignments, and behavior referrals therefore, they should be checked daily.

**Sycamore Education** is the web-based system that houses student grades and attendance records. Parents should be checking grades weekly. If you are unsure of how to login to your Sycamore account or are having difficulties at any time, please contact your student's teacher.

**Flocknote** is how teachers send weekly updates and important information. The principal also sends out a weekly newsletter as well as using Flocknote for emergency school closings or delays. If you are not receiving your child's teacher's flocknote or the school flocknote, please contact the office.



We encourage students to leave cell phones and smart watches at home. Cell phones, smart watches, iPads and game devices are not allowed from the time the student enters the building to the dismissal from their classroom.

**Cell phones and smartwatches will be collected daily in their homerooms, and returned as they leave the classroom at the end of the day. We do not encourage students to wear their smartwatches to school. If a student comes to school wearing a smartwatch, they will be required to give it to their homeroom teacher before the first bell rings.**

Students are not permitted to use their personal phones to call home for forgotten lunches, homework, PE clothes, etc.

*First offense* – The teacher will turn the device into the office to be documented in Sycamore. The **student** can pick up the device at the end of the day.

*Second offense* – The teacher will turn the device into the office to be documented in Sycamore. The **parent** can pick up the device at the end of the day.

*Third offense* – A scheduled meeting will need to take place between the administrator and parents to decide next steps.

### Organization

Organization is one key to success. Organization will be explicitly taught and modeled at the start of the school year. It is the student's responsibility to take the necessary materials home each day. **Once dismissal has begun, no students or parents may re-enter the building to get forgotten items.** Our teachers help students learn ways to be organized. All students utilize a school-wide binder system and/or accordion file that assists them in staying organized and prepares them for high school.

### Active Engagement

Active engagement in the classroom, at assemblies and on field trips is another key to success. Students are expected to pay attention, answer and ask questions, and work hard at all times.

### Respectful Behaviors

Respectful behaviors are expected at all times. These include, but may not be limited to:

- Reverence at Mass and during prayer
- Respectful attitude toward adults and classmates
- Appropriate language (no vulgar or abusive language)
- Respecting school property and the property of others
- Appropriate behavior in the restrooms, cafeteria, classroom, and on the playground
- Maintaining silence during emergency situations/drills
- Maintaining order in the halls
- Use of good manners (e.g., saying “please” and “thank you”, table manners, etc.)
- Use of indoor voices while inside the building

### *Cafeteria Responsibilities/Rules*

Students should walk to the cafeteria and stand outside the doors in an orderly manner while waiting to enter the cafeteria. After eating, students should dispose of all their trash and if necessary return their tray to the proper place for washing. No food may be taken from the cafeteria. All classes will be assigned tables to sit at in the cafeteria. Each grade-level teacher will assign students to wash tables and sweep the floors. Students are not allowed to walk around or visit other tables at any time during their lunch period. Students that cannot follow the cafeteria rules will be given a warning and then may be removed from the cafeteria to eat in the office if they continue to break the rules.

### *Playground Responsibilities*

Students are to remain in the line of sight of their teacher and in the assigned areas during recess. Each student is responsible for their own safety as well as behavior during recess. For the safety and consideration of all, only those games may be played that are judged to be suitable by the teachers. Any accident or behavior problem occurring during recess will be resolved by the teacher. If necessary, an accident report will be completed and parents will be notified.

Students may not re-enter the building during recess except in the case of an emergency or with permission from their teacher.

### *Bus Responsibilities*

The safety of all students while riding the bus is of utmost importance. We expect students to behave and conduct themselves in a manner that represents St. Timothy School.

Students must follow *the Boone County Schools Transportation Guidelines* which can be found on the Boone County Schools website. Discipline procedures may be instituted by our administration, in conjunction with the Boone County Schools Transportation Director. Students that cannot follow these guidelines may be required to find their own transportation to and from school.

### *Field Trips*

Field trips will be taken according to the discretion of the teachers. A field trip must be educational in its purpose and should arise from topics being studied in school. Children who do not attend for one reason or another will remain at home during the time of the field trip. Any child not able to attend because of financial reasons should make this known to the Principal prior to the event. All considerations will be made to provide the child an opportunity to go on the field trip. Since field trips are a school function, uniforms are to be worn. Exceptions to this rule will be made at the discretion of the Principal. Students whose behavior prior to the time of a field trip is such that the administration is concerned for the welfare and well-being of those attending and the place being visited may forfeit their opportunity to go on the field trip. Field trip attendance may be at the discretion of the Principal.



For safety and accountability, students may not be picked up early from a field trip and may not be dropped off directly at the field trip location. All students must arrive at school as usual and travel to and from the field trip with their class.

### *Responsibilities Beyond the School Day*

Since students are expected to take home the necessary materials for the evening, they will not be permitted to re-enter the building once dismissal has begun, unless they are involved in a school-affiliated activity. Anyone who disrupts school-affiliated activities after school hours may be subject to disciplinary action by the administration. If, at any time, in any school-sponsored, school-related, or non-school related activity, a student misbehaves, or acts in a manner that would bring public scandal to the school, the student may be subject to disciplinary action by the school.

## **BEHAVIOR MANAGEMENT**

It shall be the policy at St. Timothy Catholic School to establish reasonable rules and regulations which will:

- Maintain within the school and on school property orderly work and recreational situations that allow learning activities to proceed without undue distraction and interruption.
- Help each student to grow from dependence on adults for directions and control to self-direction and self-discipline based upon an understanding and practice of the ideals of Christian living.

### *Negative Behaviors*

Negative behavioral responses by way of referral, storm point (middle school), detention, suspension, probation and expulsion are recognized as valid tools for addressing defiant behavior. As a Catholic school, our goal is to develop character building in each individual student. While these responses are one tool to address misbehavior, other actions may be taken to promote our Catholic philosophy, including, but not limited to, meeting with the school counselor, assistant principal, principal or removal from school activities.

When meeting with an administrator because of a disagreement or dispute between students, students should expect to engage in a discussion about the actions leading up to the disagreement or dispute. By having a conversation with each other, we are building problem solving skills, developing empathy and compassion for one another.

- **Referral** is defined as a write-up in their agenda notifying the student and parent of their misconduct.
- **STORM Points** (Middle School) Students are expected to be Self-controlled, Trustworthy, Organized, Responsible, and Mindful as a minimum expectation for our school. When this expectation is not met, a storm point may be given to the

student. Parents are expected to sign off on the agenda notification if a STORM point was given. If a parent does not sign off in the agenda, the student may receive another STORM point. If a student receives 3 STORM points in a 2-week period, they will be assigned a detention. When a student receives their third STORM point for the week, the teacher that assigned that point will send the student to the office to call home and notify their parents that they have to serve detention the following day. If the detention can't be served the next day, administration will work with the parents to schedule the detention as soon as possible. All detentions are to be served after school from 2:45-3:45 in the office.

- **Detention** is defined as a teacher/administrator's prerogative to keep a student after school for behavioral reasons.
- **Suspension** is defined as the temporary removal of a student from the classroom. A suspension may be conducted at school or at home, at the discretion of the administration. A parent conference may be arranged to resolve the problem.
- **Expulsion** is defined as the permanent removal of a student from school.

The following are examples of behaviors warranting a consequence. This list is not exhaustive and teachers and staff reserves the right to assign consequences based on individual student behaviors. **Administrators reserve the right to vary disciplinary consequences.**

Referral/STORM Point	Detention	Suspension/Expulsion
Failure to follow directions after an initial warning	3+ STORM Points	Fighting or threat of violence toward another person
Failure to bring proper materials to class repeatedly	Failure to follow the Internet Use Policy	Sexual harassment
Improper and/or inappropriate behavior	Destruction of property	Use or possession of drugs, alcohol or weapons
Uniform violation	Plagiarism/Theft	Any serious offense breaking school rules

It is the responsibility of the teacher to maintain an atmosphere within the classroom that will be conducive to the learning process and to supervise other playground and building activities in a manner that promotes learning, ensures the health and welfare of all students and protects the school facilities. When student behavior that is consistent with this policy cannot be maintained by reasoning, mutual respect, praise/encouragement or other positive methods, the teacher and/or administrator may resort to the use of consequences. These consequences may vary according to the age and grade level of the student. Consequences and/or behavior plans will always be discussed with parents and students. Administration has the right to make changes at any time. Parents and students will be notified of any changes.

## Discipline

Grades K – 5 practice behavior management that follows the Leader in Me program. It is our belief that all students have a genius and everyone works together for the better of our school community, beginning with ourselves. Each teacher has their own process for behavior management which they explain at the Open House in the fall.

The Middle School House System begins in the fall and runs the entire year. Students are randomly split into houses led by staff members. Houses are responsible for coming up with their saint name, colors, shield and t-shirt design. Fridays are house days and houses will eat lunch together, do check and connect, and sit at Mass together.

- **Points earned:** Students receive points when they go above and beyond in their Faith, demonstrate leadership qualities through the 7 Habits, participate in service outreach projects, and are an active learner by completing academic expectations.
- **Points lost:** Students may lose points when they are not meeting expectations and are not portraying the STORM qualities expected in middle school.

Each student starts the week with 3 house points. When a student receives a STORM point, it is deducted from their individual score, which then affects their house score. These STORM points remain confidential from other students and house members. If a student receives 3 STORM points in a 2-week period, they will be assigned a detention. Rewards for positive behavior will be determined each year with the help of the students.

## Threat Assessment

Threat assessment is intended to address violence and involves both assessment and intervention. It involves determining whether a student poses a threat of violence.

- Threat: A threat is defined as any expression of intent to physically or sexually harm someone. This may be spoken, written, or gestured and can be expressed directly or indirectly to the victim or to others, and threats may be explicit or implied.
- Threat Assessment Team: A threat assessment is conducted by a multidisciplinary team of trained professionals that may include (but is not limited to) teachers, the school counselor, administrators, and local law enforcement.
- Process: St. Timothy Catholic School has threat assessment procedures that are clearly communicated to staff and families. It is an alternative to zero tolerance policies which have been ineffective and counterproductive. The assessment involves evaluation using the Threat Assessment Protocol, classification of the threat and appropriate response and intervention.
- School Safety: Threat assessment is a component of a comprehensive approach to maintaining a safe environment and should offer a balance between physical and psychological safety.

### Assault and Harassment

If a student verbally or physically assaults or harasses a student or staff member, the parent of the student may be called by the principal and a first warning may be given. If there is a second occurrence, the student will be faced with the possibility of the following:

- Suspension until the student's parent/guardian is interviewed by a member of the administration
- Withdrawal of the student's right to participate in school activities
- Expulsion from St. Timothy Catholic School

In addition to consequences, the student may be required to meet with the school guidance counselor.

### Bullying and Cyberbullying

There are a lot of misconceptions regarding bullying vs hurtful or rude behavior.

Bullying has four conditions, that may include:

- Unequal power over their targets. They may be bigger, more influential, have group backing, or some other advantage over the target person.
- Intent to harm, humiliate, or embarrass their targets.
- Bullies repeat their bullying behavior.
- Bullies may appear "matter-of-fact" about their attack, while the victims appear rather upset.

Bullying is not always physical. A group of bystanders tolerating bullying are also supporting the bullying behavior. A bully may assemble a group of girls or boys to target a person and systematically humiliate, isolate, or embarrass the victim. In fact, part of bullying is picking a target and then isolating the person by making fun of the person, starting rumors, or other behaviors. Often bullies will target a child who is already isolated or not fully accepted by others.

#### **Is it bullying?**

- When someone says or does something **unintentionally** hurtful and they do it once, that's **rude**.
- When someone says or does something **intentionally** hurtful and they do it once, that's **mean**.
- When someone says or does something **intentionally** hurtful and they **keep doing it** even when you tell them to stop or show them that you're upset– that's **bullying**.

If a student or group of students is found to be bullying another student, the parent(s), or guardian(s) of the student(s) doing the bullying may be called by the Principal for a face-to-face meeting and a first warning may be given. If there is a second occurrence, the student(s) will be faced with the possibility of the following:

- Suspension until the student's parent (s) or guardian are interviewed by a member of the administration

- Withdrawal of the student's right to participate in school activities
- Dismissal from school

St. Timothy Catholic School has **zero tolerance** for bullying. It is our hope to nurture a culture of respect through high expectations and character development. However, if you believe your child is being bullied, please contact the principal right away.

When an accusation of bullying is made, the administration will meet with a team of teachers to determine if it meets the true definition of bullying. A decision will be made based on facts gathered by the team and next steps will be discussed with all parties involved.

### *Social Media*

Any student who makes negative or inappropriate comments about another person via the Internet (a social network or blogging site, etc.) may result in criminal charges.

### *Chromebooks and Email*

As part of our school's 1:1 Chromebook Initiative, 1st-8th grade students are assigned a school-issued Chromebook and an email address. Kindergarten students are assigned individual iPads and email addresses. Students and parents/guardians must agree to the "Acceptable Use" policy when they are issued their technology. Students are subject to disciplinary action for inappropriate activity.

Students are responsible for the care and handling of their assigned Chromebooks. Please remind your child to be mindful of how they carry, store, and use their device throughout the day. If a Chromebook is damaged, a **\$250 replacement fee** will be charged. We appreciate your partnership in helping students treat their devices with care.

### *Internet Acceptable Use*

The Internet is an electronic communication network which provides vast, diverse and unique resources. Our goal in providing this service to teachers, staff and ultimately students is to provide educational excellence at St. Timothy Catholic School by facilitating resource sharing, innovation and communication. Internet access is a privilege, not a right. Students must agree to obey specific standards of online behavior, language, content and security. Internet access to students will be given by parent permission only. Parents may decline access for their child. Violations of internet rules may result in loss of access privileges and even criminal prosecution in cases of state or federal law violations. Students may not reveal their phone number, address or any other personal information, use profanity, or post anonymous messages on the internet. **Both parents and students must sign the Acceptable Use Policy and take full responsibility for compliance.**

### *Pregnancy*

In addressing the concerns of individuals and families in pregnancy situations, the school recognizes its responsibility as a Christian community to provide for those in need. If it becomes known that a student is pregnant, and the student wishes to remain or be enrolled in school, a conference will be scheduled to explain the following conditions which must be observed by the student. Attendance of the conference must include the pastor, principal, guidance counselor, parent(s)/legal guardians(s) and the student.

- The student may attend school up until the end of the second trimester. Appropriate alternative instructions will be recommended at this time.
- A physician's statement will be required monthly concerning the status of the pregnancy and the student's physical ability to attend classes or participate in extracurricular activities.
- The student and parents/guardians must meet on a regular basis with a professional counselor from Catholic Charities or another agency approved by the principal.
- After the birth, a medical release must be submitted in order for the student to attend classes.
- In the event that the counselor and/or physician recommend that the student not attend classes, a program of appropriate alternative instruction will be recommended by the school.
- The provisions stated in #3 and #5 also apply to a male student who has admittedly fathered a child.

The school reserves the right to evaluate attitudes, cooperation, safety, etc. for male or female students as these factors relate to a student remaining at St. Timothy Catholic School.

### *Damage to School Property*

St. Timothy Catholic School exists for the students. They, in turn, are expected to respect the property of the school both during and after school hours. Writing on books, desks, walls, damaging ceilings, etc...is prohibited. All floors are to be kept clean of paper, food, etc. Damaging school property is a very serious offense and may be met with stern punishment. Violators may be subject to suspension with proper restitution.

### *Search and Seizure*

Desks, cubbies, textbooks, Chromebooks, etc, are the property of St. Timothy Catholic School and may be periodically checked by teachers or administrators. A student's personal property may be searched for reasonable cause in accordance with the state's search and seizure procedures. School officials have the right to search students or their property if the officials have reasonable suspicion that the student may be in possession of something that violates school rules or endangers others. (See the Attorney General's Opinion, 70-168 from the Kentucky Department of Education.)

### *Textbooks*

Students are responsible for the care of their textbooks. Books are to be carried to and from school in a book bag. Textbooks lost and/or damaged beyond use are to be replaced at full cost by the student's family. Students with textbooks damaged but still usable are to be assessed a fine of 1/3 of the replacement cost of the book.

### *Chewing Gum*

Chewing gum on school premises is not permitted because of the choking hazard it presents, as well as the damage it does to clothes, shoes, furniture, etc., when carelessly discarded. Any student seen chewing gum during the school day may result in disciplinary action. Any exceptions to chewing gum must be approved by the principal.

### *Smoking*

Smoking is not permitted anywhere on campus. This includes vaping, juuling or e-cigarettes. Any student seen "smoking" or carrying associated paraphernalia during the school day may result in disciplinary action by the school.

### *Alcohol and Drug Abuse*

The following measures are put into writing so the actions of the school will be clear to all. In the case of any student found intoxicated with alcohol or under the influence of drugs, found in possession of any type of alcohol or any drug or evidence found that suggests intent (i.e., notes, money) their parents/guardians will be called to take the student home. The child will not be readmitted until the parents have taken appropriate actions to help the student. The student may be subject to disciplinary action. If the student is found again intoxicated or under the influence of drugs and/or in the possession of alcohol or drugs, he/she may not be readmitted to school until appropriate disciplinary action is taken and stronger measures are taken by the parents to get the help the student needs. Students undergoing a form of rehabilitation will be given whatever consideration and help the school can render. Any student of St. Timothy Catholic School supplying alcohol or drugs to other members of the student body while at school or at a school-related function may be faced with the possibility of the following:

1. Suspension until the student's parents are interviewed by a member of the administration.
2. Withdrawal of student's right to participate in school activities.
3. Dismissal from school.
4. Prosecution by the law.

The exact penalties in each case may be determined by the administration.

### *Acceptance for Entry of Students with Substance Abuse*



Students dismissed from our school or any school due to drug or alcohol abuse will be considered for re-entry into our school under the following conditions:

1. A student may be accepted after consultation with a professional source and reviewed by a committee appointed by the school administration.
2. The student must be enrolled in a drug rehabilitation program and have progressed to a drug-free status.
3. Progress reports from qualified personnel may be requested by the school at any point during the treatment program.
4. The student will be on a period of indefinite probation. The administration has the right to dismiss the student based on general behavioral factors and/or the recurrence of substance abuse.

### *Possession or Use of Weapons*

In the case of any student found in the possession of a weapon, the parents will be called to take the student home. The child may be faced with the possibility of the following:

- Suspension until the student's parents are interviewed by a member of the administration
- Withdrawal of the student's right to participate in school activities
- Dismissal from school

### *Home/School Connection*

The most effective way for students to succeed in school is to have open lines of communication between home and school. Parents/guardians are encouraged to contact the teacher if they feel the need to discuss their child's progress or if they have a concern. There are many opportunities for parents, teachers, administrators and students to connect.

- **Website:** [www.saint-timothy.org](http://www.saint-timothy.org). Our school website is a useful tool for current information about the school, including sign-ups, upcoming events, inclement weather and important announcements.
- **Sycamore:** This web-based system is a service for parents and students to access current information regarding student grades, attendance, and behavior. New information is updated regularly; therefore it is expected that middle school parents will be checking Sycamore weekly and elementary parents checking, as necessary. Middle school students are responsible for communicating with their parents regarding lost or missing assignments.
- **Flocknote:** The principal sends a weekly flocknote regarding the past week's events, upcoming dates and pertinent information. Teachers also communicate weekly through Flocknote with classroom news and announcements.
- **Parent/Teacher Conferences:** Meetings are scheduled during the 1st quarter, but may also be requested at any time by the teacher or parent/guardian. In the spring, we have student-led conferences.



- **Notes/Phone Call:** Teachers and parents/guardians may communicate through notes and/or phone calls. Teachers do NOT have direct lines, so parents/guardians should call the school office and leave a message. Teachers have 24 hours to return a phone call.
- **Email:** Every staff member at St. Timothy has an email address. Please allow 24 hours for teachers/staff to reply to an email.

## **PARENTS AS PARTNERS**

Parents are the primary educators and model expectations for academic, social-emotional and behavioral development. Just as the parents look to the school to provide the facilities and the trained personnel that are essential to their child's proper development, the school looks to the parents to assume active responsibilities that cannot be delegated to others. No school can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld, and valued in the home. If parents cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children. Parents are invited and encouraged to participate in the spiritual and academic programs developed for the education of their children. The wide spectrum of this involvement includes participation in school celebrations of prayer and liturgy, volunteer work, participation in parent-teacher conferences, attendance at meetings, service projects and active involvement in the school's organizations.

Parents are asked to take an active role in their child's education by:

- Assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing school policies.
- Periodically, explaining and reviewing the school behavior code with their child. Parents should discuss school disciplinary episodes in relation to the school behavior code.
- Recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers; seeing that the dress code, including gym uniform, is enforced, and insisting that children dress according to Christian virtues.
- Insisting on their child's regular school attendance and punctuality and complying with attendance rules and procedures.
- Making all tuition and fee payments on time, and participating in fundraising activities.

- Providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such videos, movies, and song lyrics on the internet.
- Teaching their child respect for law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance.
- Arranging for a time and place for their child to complete homework assignments.
- Working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling.
- Attending Parent/Teacher conferences
- By always interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school. Verbal abuse or physical harassment may result in your child being required to withdraw from the school immediately or not being allowed to re-register for the following year.
- If you choose to send birthday party invitations through the school, we kindly ask that you invite either all students in the class or all students of the same gender. This helps ensure that all children feel included and respected.

## **POLICIES & PROCEDURES**

### **Non-Discriminatory Policy**

St. Timothy Catholic School admits students of any race, color and national or ethnic origin and does not discriminate on the basis of race, color and national or ethnic origin in the administration of its policies and programs. In some special needs cases, the school cannot guarantee admission as it may not be able to provide **all** accommodations or **all** necessary services for all students. In special needs cases, the student's records will be reviewed, in addition to observation and determination of the best services.

Our goal is to offer the best Catholic education to as many children as we can. However, as we grow, our space may become limited and we may not always be able to accept everyone. When there are too many applicants who are eligible for admission, the hierarchy of acceptance is as follows:

1. Children currently enrolled at St. Timothy Catholic School whose parents/guardians are registered and active members of St. Timothy Parish
2. Children who are currently enrolled at St. Timothy Catholic School, but whose parents/guardians are not active members of St. Timothy Parish.
3. Children not currently enrolled at St. Timothy Catholic School, but whose parents/guardians are active members of St. Timothy Parish.
4. Children not currently enrolled at St. Timothy Catholic School and whose parents/guardians are not members of St. Timothy Parish.

### Admission to Kindergarten

Children must be five (5) years of age no later than August 31<sup>st</sup> to enroll in Kindergarten. There are no exceptions to this rule.

### Registration

Registration forms for the next school year are distributed in January and should be completed and returned to the school office promptly. Projected enrollment figures for the following August must be as accurate as possible for budgetary purposes. A **non-refundable** registration fee per child is to be paid at the time of registration. Those children who will be attending St. Timothy Catholic School for the first time should also be registered at this time. In addition, a current Kentucky immunization record is required for a child to attend school.

**All incoming, transferring or re-entering students are regarded as having probationary status for twelve weeks from the date of enrollment. The principal may dismiss probationary students at any time before the end of the twelve-week period without following the stages of suspension or expulsion.**

### Withdrawals

Parents who are withdrawing students should contact the principal in writing. You are asked to:

1. Provide the last day your child will be attending St. Timothy Catholic School and the reason for withdrawal.
2. Provide the name of the school your child will be attending so records can be sent.

Parent(s)/legal guardian(s) will be contacted by the principal to schedule an exit meeting date and time.

A copy of your child's permanent and health records will be sent to the new school upon request once all tuition and other fees that may be due have been settled. The original records will remain at St. Timothy Catholic School. No request will be honored if delinquent school bills exist.

### Student Transfer Procedures

Saint Timothy Catholic School accepts student transfer requests for families wishing to change schools during the school year or prior to the start of a new school year. When the transfer request is made, a thorough review of the request may be completed to determine if placement at Saint Timothy School is in the best interest of the prospective student as well as the general student population of the school. The following steps may be taken to make this determination: 1. Parents will need to release the previous school records for review. Upon receipt of the records, the administration will review the student

information including, but not limited to, academic performance, academic support, discipline records, and student attendance. 2. An interview may be conducted with the student and his/her parents by the school administration, pastor, counselor, and/or the intervention team. 3. The administration will need confirmation from the previous school that all financial accounts, including all tuition and fees, are paid in full and all school books and materials have been returned. If the school administration determines the student will be accepted, the following conditions may be put in place based on the review: 1. The student may be placed on probation for a period of 30 days or longer. During the probation period, excessive tardies/absences, any discipline issue, failure to remain current with school work, or any other violation of the student handbook may be cause for dismissal from the school. 2. Periodic meetings may be scheduled with the student and/or parents to check on the student's progress to ensure success at school. 3. Regular meetings with the school counselor may be required

## **TUITION & FEES**

Tuition will be charged for every child who attends St. Timothy Catholic School. There is a non-refundable registration fee per child due when you register your child(ren).

### **Tuition Rates**

There are three tuition rates available, Active Parishioner Scholarship, In-Parish Tuition and Out-of-Parish Tuition. In order to qualify for Active Parishioner Scholarship, families must be **active members** of St. Timothy Parish. In-Parish tuition rates are for families that are registered parish members, but who are not active according to the eligibility requirements. Out-of-parish tuition rates are for families not registered at St. Timothy Parish.

These rates will be clearly communicated by the school and will be on the website each year.

### **Active Parishioner Scholarship**

For tuition purposes, "active members" of St. Timothy Parish are defined as families:

- Who are registered at the parish, **and**
- Who participate in Sunday and Holy Day Masses on a regular basis (at least twice monthly as indicated by envelope participation), **and**
- Who (including parents and older students) participate in non-school parish activities on a regular basis, **and**
- Who financially support the parish on a weekly or monthly basis, **and**
- Who successfully complete all required service hours (see below for specifics)

**To maintain your status as an "active member," a family is expected to document their Mass attendance by regular use of the parish budget envelope system. Mass attendance is documented by a School Family Envelope (even those without a contribution) placed in the Sunday collection basket. Envelopes are available in the back of Gathering Space.**

**Please note, if you are not actively participating in Mass or meeting any of the eligibility guidelines, the school has the right to revoke your Active Parishioner Scholarship tuition rate. A notification will be sent via mail alerting you of this tuition change.**

### **Service Requirements**

**Family** service standards (required for anyone receiving in-parish tuition) are as follows:

- Required to complete 20 hours
- Can be completed by immediate family and/or students only.
- Opportunities include, but are certainly not limited to:
  - o Fish fry
  - o Walkathon
  - o Oktoberfest
  - o Catholic Schools Week
  - o Fall Fling
  - o Gym Concessions
  - o Cafeteria duty
  - o Game Admission

8<sup>th</sup> grade is required to complete 20 hours indicated in Confirmation requirements. Please contact the DRE (Director of Religious Education) with any questions.

If family service hours are not completed, St. Timothy Catholic School has the right to revoke Active Parishioner tuition. Any questions should be directed to the office.

### **Tuition Discounts**

Since our belief in the importance of Catholic education is so strong, families with more than one child enrolled in Kindergarten through 8th grade at St. Timothy Catholic School are eligible for a multi-child discount. Rates for preschool are separate from the rates for children enrolled in grades K-8.

### **Tuition Payment**

Tuition may be paid in 3 possible ways, but all are through FACTS:

- Payment in full before the beginning of the school year
- Automatic bank account withdrawals each semester (2 payment option)
- Automatic payments each month (drafted on the 5<sup>th</sup> or 20<sup>th</sup> each month)

Each family is responsible for designating at least one person (normally the parent/guardian) who is liable for payment of tuition. If additional people (grandparents or other relatives) wish to assume liability for payment of tuition, that person should be designated. It is the responsibility of the responsible party to make sure your information is current on the FACTS website.

All tuition payments must be made to the FACTS Tuition Management Company. If you need information or have questions about FACTS Tuition at any time, please contact the business manager in the school office at 859-384-5100.

### *Tax and Receipts*

When registered in FACTS, you can access receipts and tax information for tuition payments made. This information can be viewed on your account through "View Details" and then "View Payment Summary". This will generate a letter with the tuition amount paid and the school tax information.

### *Delinquent Payments*

Sound business practices for both the school and families require that tuition payments be made when scheduled, as agreed.

Any family whose payments are made normally by automatic withdrawal, but whose payments may be delayed or refused by the family's bank due to insufficient funds or other reason, or whose payments are made normally under a different arrangement, but will not be made timely for any reason, is expected to inform the Principal at least five days in advance of the normal payment date. The family is also expected to cooperate in having the delayed or refused payment made as soon as possible. Any family whose payment is not made in a timely manner, and has not informed the Principal or made arrangements for making the payment, will be contacted by the school office manager. At that time, the family must propose a method and a time for making the missed payment as soon as possible. If the family does not cooperate in making a reasonable plan to make the payment in a reasonable amount of time, or does not make payment in accordance with the plan after it is accepted by the family and the Principal, the family will be considered delinquent and subject to the consequences listed below.

- A student whose family's account is delinquent by one or more payments will not participate in field trips, school-sponsored sports activities, or other school activities such as dances, plays, Olympic Day, 8th grade end of the year functions, or other special in-school programs, until any delinquent payment is made in full; and
- If a student's family's account is delinquent by one or more payments, requests for student records (for family or any other party designated by the family) will not be completed until any delinquent payment is made in full; and
- If a student's family's account becomes delinquent by 2 month's payments, or if the family is delinquent in its payments two or more times in the same school year, the family will be warned that any additional delinquency may result in the student(s) not being allowed to continue attending St. Timothy Catholic School; and
- If a student's family's account becomes delinquent by 3 or more payments or delinquent in its payments three or more times in the same school year, the student(s) will not be allowed to continue studies at St. Timothy Catholic School until all delinquent payments are paid in full; and



- The family will receive a certified letter requesting delinquent payment be made within 10 days. Should the payment not be made, the student will not be permitted to attend school until payment is made in full.
- Any family whose delinquencies cause their child to not be allowed to continue attending St. Timothy Catholic School remains obligated to pay all tuition and fees incurred while the child was a student. No family whose children left St. Timothy Catholic School while owing tuition will be allowed to register a child at St. Timothy Catholic School in any later year until all prior obligations have been satisfied.
- All school families must keep their tuition accounts current in each of the months February, March, and April. Delinquent accounts in February, March, or April could be cause for suspending or otherwise not processing the delinquent family's registration for the next school year, or for placing the family on a waitlist for the next school year.

### Lunch Program

St. Timothy Catholic School participates in the Federal Lunch Program. Hot lunches and/or milk are available to purchase. Those who prefer to bring their lunch may purchase a drink. Lunch must be paid in advance through individual student accounts. Guidelines are set up by the U.S. Department of Agriculture to determine the eligibility of school children for free or reduced-price lunches. Information regarding this will be available at Ready Set Go! night at the beginning of the school year. This information is kept confidential. All students must either buy or bring their lunch. No student may go home for lunch and fast food may not be brought in for any student. No glass containers are permitted in school. No **soft drinks or energy drinks** may be brought to school.

St. Timothy Catholic School uses an electronic accounting system, [www.myschoolbucks.com](http://www.myschoolbucks.com). Parents are encouraged to set up a family account online so payments to the cafeteria can be made in this manner. Parents will be notified when lunch accounts are low. The school lunch program gladly accepts checks or cash as payment for student meal accounts and should be labeled and turned into the front office. Check payments that are returned for any reason (including, but not limited to, non-sufficient funds, stop payment requests, or a closed account) may result in:

1. A return check fee.
2. A letter and email regarding your check payment with instruction for repayment.
3. Report cards being held until fees are paid in full.
4. Suspension of the payer's ability to submit future payments by personal check.

In addition, parents who would like to eat lunch with their child are welcome to do so on their child's birthday. You must be virtus compliant and no outside food is allowed. Please let the office know when you plan to join your child for lunch.

### *After School Care Program*

St. Timothy provides a safe place for students to stay after school to play, work on homework, and participate in structured activities. The After Care program runs from 2:15pm – 6:00pm. To attend the After Care Program, a student **MUST** have a registration form completed through the Procure enrollment link. This link is made available in the Ready, Set, Go Night folders and through email. Students may attend any day of the week once they are registered. If you do not enroll your student(s), they are **not** allowed to go to After Care. Please contact the office with any questions.

After Care is not to be used as a substitute for avoiding the pickup line. Once students are checked in for After Care, they may not be checked out prior to 3pm to allow the after care staff to complete the arrival process. Please note, once checked in, your account will be charged.

The After Care program fees are paid through Procure. Payments are automatically deducted on the 1st of each month. Payments are not included in tuition payments and are billed separately through the Procure website. There is an enrollment fee and an hourly rate based on attendance.

### *Field Trips*

Fees for field trips and other activities will be charged separately during the school year, when necessary. If a parent opts to keep their child from going to the field trip, they are required to stay home.

## **PROMOTION/RETENTION**

### *General*

Students are promoted to the next grade on an annual basis. If a student cannot attain satisfactory achievement, a teacher-principal conference may be held with the parents. Parents will be notified of retention consideration. Subsequent progress reports are given to the parent on a frequent basis so the best possible decision can be made for the welfare of the student. Students failing more than two subjects may not be promoted. In the final analysis, the school has the right to retain students who cannot achieve at the given grade level and/or the student may be required to attend a summer school program within the Boone County school district.

### *8th Grade Promotion*

St. Timothy Catholic School determines an eighth grade student's placement for the next year in one of the following manners:

1. Promoted



2. Retained
3. Promoted with reservation: The student is promoted with the condition he/she attends summer school to attain a passing grade in the subject or subjects failed.
4. Placed: Even though a student's grades warrant retention, the student may continue to the next grade due to a consensus of opinion that nothing positive will come from a retention. The student, however, must attend summer school to attain a passing grade in at least two of the subjects failed.

A closing promotion ceremony is held each year to mark the successful completion of 8<sup>th</sup> grade. The date is set as early as possible and communicated to parents once set. The date may be influenced by bad weather days during the school year. Promotion day consists of a Mass in the morning followed by an awards ceremony.

## ATTENDANCE

### Arrival

The safe arrival and departure of all the students at St. Timothy Catholic School is a high priority. The doors open at 6:55am for those wishing to drop their child off early. Students report straight to the cafeteria until dismissed by a staff member. At 7:15am, the first bell rings indicating all students should be in their classrooms ready for morning prayer and announcements. At 7:20am, the final morning bell rings and all students are expected to be in the seats ready to learn.

When Boone County Schools are not in session, parents are responsible for providing transportation to and from school. The school will notify parents of transportation changes in advance when possible.

### Tardiness

Arriving on time to school is the best way for children to begin the school day. Time to get organized and be part of the morning routine of the classroom helps them start their day in a calm and comfortable manner.

Students arriving after the 7:20am bell, must report to the office and **be signed in by a parent/guardian**. If a student accumulates more than 10 tardies, a parent will be notified by the administration. The following is how time away from school is documented by our staff:

Less than 1 hour, 20 minutes late→ Child is Tardy

1 hour, 21 minutes to 2 hours, 41 minutes→ child is marked Absent for a  $\frac{1}{4}$  of the day

2 hours, 42 minutes to 4 hours 2 minutes→ child is marked Absent for  $\frac{1}{2}$  of the day

4 hours, 3 minutes to 5 hours, 23 minutes→ child is marked Absent for  $\frac{3}{4}$  of the day

More than 5 hours, 24 minutes→ child is marked Absent for the entire day

**Please make every attempt to schedule doctor appointments after school or during extended breaks.**

### Absences

If a student has missed more than 10 days of school, parents will be notified. A meeting may be scheduled with the administration to evaluate the student's academic progress.

The following may result:

- Additional makeup work
- Deprivation of student activities
- Tutoring
- Grade retention

Parents should email [absent@saint-timothy.org](mailto:absent@saint-timothy.org) as soon as possible. Please include your child's name in the subject line and an indication of what is going on with your child.

**Do not use this email for last minute changes in transportation or to message the office/teacher. This email is specifically for recording absences.**

Excused attendance events include illness, physician visits, funeral/death of immediate family, and court appearances. Parent notes are accepted for a maximum of 10 events per school year. Additional attendance events in a school year may be deemed unexcused without a certified doctor's statement indicating that the student was seen by the doctor and unable to attend school. After the 10th absence, a parent/guardian must produce a doctor's note for the student to return and any additional absences. Students with a chronic/critical condition, as determined by a qualified professional, will be addressed on an individual basis. **(Note: 1 doctor's note that covers 3 days will equal 3 doctor's notes to cover 3 attendance events).** Students and parents are responsible for all notes and are due upon the child's return to school.

If a child misses school due to any reason, it is the student's responsibility to ask about missed work and they will have 1 day for every day they were absent to make up the work. If your child is too sick to attend school, they should not be expected to complete their missing work while they are recuperating. All missed work will be provided once the student returns to school. If a student misses school due to illness, he/she may not participate in any school-sponsored events that day/night. This includes, but is not limited to, dances, watching athletic events or participating in practices or games.

Families are strongly encouraged to have students in attendance during MAP testing. We also strongly discourage families from taking vacations during the school year. If a parent chooses to plan a vacation during school, no assignments will be given prior to the trip. All school work and tests missed must be made up within 1 week of returning to school. It is the parent's responsibility to request the makeup work and get their child caught up within a week. Reteaching is not the responsibility of the teacher for any missed days due to vacations.

### Dismissal

The bell for dismissal rings at 2:15pm. All students must leave the building, unless under the supervision of a staff member. **Students are not permitted to come back into the building once the dismissal process has begun for their safety.** Once the doors are closed and dismissal has finished, any child not picked up will be sent to After Care.

### Transportation

Transportation to and from the school is the responsibility of the parents; however, the Boone County School District does provide bus service to some areas when Boone County Schools are in session. Please contact the Boone County Transportation Office at 859-384-5340 with any questions or concerns. A current bus transportation form is required each school year.

### Walkers

For families having an address in the Traemore subdivision only, you may choose for your student to walk home; however, an adult must accompany any student not in middle school off the school grounds. Walking home is not an option if you live outside of Traemore.

### Car Line for Pick-up

We must maintain access to the main doors of the school, especially during school hours. For this reason, we ask that cars picking up students arrive no earlier than 2:00pm and vehicles may not be left unattended. This ensures accessibility for visitors, delivery trucks, emergency vehicles, etc. Once lined up, please follow the staff member's directions. Do not leave until you have been directed to do so for the safety of the kids and staff. A car tag will be given to you in the fall and **must be clearly visible** to the dismissing staff members. Without a visible car tag, you will be asked to pull aside and show your ID. For safety reasons, there will be no exceptions. If you need additional tags, please contact the front office. Anyone other than parents/guardians picking your student up must be documented on the authorized pick-up form as an acceptable driver.

Your preferred mode of transportation must be documented and kept in the front office. Please be sure to update any changes throughout the year, including authorized people to pick up your child.

### **DRESS CODE**

School uniforms may be purchased at:

*Schoolbelles*

*5046 Old Taylor Mill Road*

*Taylor Mill, KY 41015*

*#859-581-3111*

**St. Timothy Catholic School Code: S2703**

[www.Schoolbelles.com](http://www.Schoolbelles.com)

## General

Girl's plaid pieces and gym uniforms can be purchased at Schoolbelles. Other uniform items may be purchased at local department stores. School uniform sweatshirts and spirit wear can be ordered online during sales held throughout the year. Parents will be notified of sales and provided with a link to purchase items.

If your child is not in the appropriate uniform (gym uniform included), they will be given a uniform violation. After 5 violations, administration will call home indicating that your student has multiple uniform violations and has been given an appropriate uniform.

**Families will be charged for the uniform** and money will be collected through FACTS.

## Girls

- **Jumper:** Plaid jumper for all girls in grades K-5; must be fingertip length, even if wearing leggings or tights.
- **Skirt:** Plaid skirt for girls grades 6-8 only; must be fingertip length, even if wearing tights or leggings).
- **Dress:** Gray/purple polo dress **Kindergarten only.**
- **Shirt:** White or gray collared knit polo shirt, white blouse, or white banded shirt (available at Schoolbelles); must be tucked in so the student's belt or waistband can be seen (banded shirt does not need to be tucked in). Long or short sleeves are permitted.
- **Pants:** Students in grades K-8 may wear black dress/twill pants only. No denim, cargo, faded or holes in the pants are permitted.
- **Shorts:** Black uniform shorts may be worn up until Fall Break or October 15th (whichever comes first) and not again until after Spring Break or April 15th (whichever comes first). Cargo or faded shorts are not permitted. Shorts must be fingertip length or longer.
- **Sweater:** A white or gray cardigan.
- **Leggings:** (tight fitting) may be worn under a jumper or skirt. No emblems, logos, netting, or cut-outs are permitted. Leggings may be worn on non-uniform days; however, shirts worn with leggings must be long enough to cover the student's bottom.
- **Jewelry:** Small earrings that do not extend below the earlobe are acceptable. No distracting jewelry. Students may wear one necklace and one bracelet.
- **Hair:** Hair must be well kept and clean. No extreme style or color are permitted. **Traditional headbands only.**

## Boys

- **Shirt:** White or gray knit polo or white Oxford cloth shirt with button down collar, long or short sleeves are permitted. Shirts must be tucked in and the belt or waistband must be visible.
- **Pants:** Students in grades 3-8 may wear black dress/twill pants only. Uniform pants for grades 3-8 must have belt loops and a belt must be worn. Students in

grades K–2 may wear black dress pants with an elastic waistband as part of their uniform. No denim, cargo, faded or holes in the pants are permitted.

- **Shorts:** Black uniform shorts may be worn up until Fall Break or October 15th (whichever comes first) and not again until after Spring Break or April 15th (whichever comes first). Cargo or faded shorts are not permitted. Shorts must be fingertip length or longer.
- **Hair:** No distracting styles or colors are permitted. Hair must be shorter than collar length and not in their eyes.
- **Jewelry:** Earrings are not permitted for boys. One necklace and one bracelet may be worn discreetly.

### All Students

- **Sweatshirts:** Crewneck sweatshirts with the St. Timothy School logo must be ordered online from the school website or by a link provided by the school. **No hoodies** are permitted, except for the 8th grade hoodie designed by the students. Students may wear the St. Timothy fleece jacket or school uniform sweatshirt when cold.
- **Socks:** socks must be black or white without any patterns.
- **Shoes:** Due to safety, shoes must enclose the entire foot. Uggs, Crocs, Birkenstocks or any shoes that leave part of the foot exposed are not permitted at any time. Administration may decide if a shoe type is appropriate/safe to wear at school.
- **Make-up:** No make-up of any kind is permitted.
- **BACKPACKS MAY NOT HAVE WHEELS.**
- No tattoos are permitted.
- No smart watches are allowed at any time.
- Oversized clothing is not appropriate.
- Unnatural, dyed hair is not acceptable.

### 8th Grade Uniform Privilege

8th graders have the opportunity to vote upon a design for their class hoodie to be worn as an optional uniform sweatshirt. The sweatshirt is printed in September.

Parents/guardians are responsible for payment for the sweatshirt. It is optional. If a student chooses not to purchase the 8<sup>th</sup> grade hoodie, then he/she must wear the regular school uniform sweatshirt. *Since this is a privilege, sweatshirts may be revoked as a consequence of not representing St. Timothy Catholic School positively.*

### Physical Education

Gym Uniforms must be worn by all students in kindergarten through 8th grade on their assigned gym day only. The gym uniform consists of a gray t-shirt, sweatpants with the St. Timothy logo or mesh gym shorts (when permitted). The sweatpants and mesh shorts follow the same schedule as the regular uniform guidelines. Gym shoes are required on gym days (Hey Dudes are not considered appropriate; therefore, shoes must be changed

prior to gym time) Gym uniforms can be purchased at SchoolBelle's anytime during the year.

### Non-Uniform Days

Proper discretion must be used in choosing student's clothing for non-uniform days.

- Clothing may not have reference to any type of negative or inappropriate message.
- Shorts must be at least fingertip length. An announcement will be made when shorts are permitted.
- If leggings are worn, the student's top must cover their bottom.
- Shirts without sleeves are not permitted. No tight-fitting shirts or bare midriffs.
- No clogs, flip-flops, backless sandals, or opened toed shoes are permitted.
- Jewelry must follow uniform guidelines.
- Unnatural dyed hair is not acceptable.

Students found out of compliance by the discretion of the administration may be asked to call home and ask for a change of clothes or a uniform will be given to them and charged to their account.

### Spirit Days

Spirit Days are special days that will be announced ahead of time. On Spirit Days, students may wear St. Timothy Catholic School spirit wear tops with their **regular uniform bottoms** (i.e., black slacks, shorts, skirts and/or jumpers). Students having gym class on spirit days may wear St. Timothy School spirit wear tops with their **gym uniform bottoms**. Any student choosing not to wear their spirit wear will be expected to wear the standard uniform.

### Theme Days

Occasionally during the year, specific classes and/or the school may participate in a special spirit theme day. Students may wear themed clothing and/or accessories with consideration for the other students and the safety of everyone. No inappropriate clothing or shirts with messages other than positive messages in line with the spirit and mission of the school. Those students deciding not to participate in the theme are expected to wear the standard uniform.

***Any student wearing inappropriate clothing/accessories by the discretion of the administration will be asked to call home and a change of clothing brought to school immediately. If a change of clothes cannot be brought to the school, the student will be given a uniform and may be charged to their account.***

## ATHLETICS

St. Timothy Catholic School Athletics is a non-profit organization formed for the purpose of supporting students in the areas of athletics, and other supported programs. Only students enrolled and in good standing may participate in athletic programs. Meetings



are the 4th Wednesday of each month. Please refer to the St. Timothy Catholic School Athletics Bylaws for specific information regarding our programs.

### Sports Eligibility

In order for any student to participate in a sports activity, it is necessary for the student athlete to maintain a “C” or above in all classes. Grades will be checked every 3 weeks and eligibility will be determined not only on grades, but attendance and behavior expectations. Ineligibility may be considered under any of the following circumstances:

1. The student athlete has a “D” or below in one academic area during grade checks.
2. The student athlete has a “D” or below in one academic subject on their report card.

A student is not permitted to practice or play in any game until the next grade check and assuming their grades have improved. Parents will be notified if the student is not eligible to practice/play and will be notified again when the student is clear to return. Their grades are all a “C” or above.

- *Absence:* If a student misses school due to an absence (i.e, illness), they may not be permitted to participate in the sport that night.
- *Disciplinary:* A student that receives a detention during the athletic season may be prohibited from participating in any school activities for the remainder of the season.
- *Financial:* All students are not permitted to practice or participate in games unless all tuition and fees are paid. This includes any sport fees required.

It is at the discretion of administration whether a student that has been suspended or placed on probation may participate in school athletics during the year.

Administration will notify the Athletic Administrator and coaches of any student not eligible to participate.

### Sports Fee

All students participating on an athletic team will be required to pay a fee per sport. Our mission is for all students to be given the opportunity to participate. If you are unable to pay the sports fee, please contact the principal for available options. Notification of cost will be sent out with information prior to the start of the season.

### Player/Parent Conduct Form

All students and parents are required to sign a Conduct Form. Please see your child’s coach for the form prior to the season beginning. Athletes will not be allowed to participate until the conduct form has been completed.

### Sports Available

- Golf
- Basketball
- Volleyball
- Archery

- Cross Country
- Running Club

## ADDITIONAL EXTRACURRICULARS

Learning opportunities are enhanced by extracurricular activities of special interest to the student. These activities are excellent means for child growth and development. They promote good conduct and self-confidence. General participation requirements are based on academic efforts and conduct, while specific participation requirements may vary with each activity.

A student may not participate in any activity if he/she is absent from school the day the activity occurs.

### *Musical/Play Guidelines*

Musical auditions are open to students in grades 6-8 who are in good academic standing (no grades lower than a “D”). In case a larger cast is required, a second round of auditions will be held for 5th grade students. If a student is offered a role, they must commit to the rehearsal schedule. During the audition, students and their parents will complete a conflict calendar. If a cast member misses two or more rehearsals that are not listed on their conflict calendar, they may lose their part in the production. Parents of students in the production must volunteer in one of the following areas: set, costumes, props, backstage support, concessions, ticketing, or any other area deemed necessary by the directors. All the time spent volunteering counts towards the family service hours.

## SAFETY

### *General*

An emergency form is sent home with each student at Ready, Set, Go! Night. This form is a place to include updated contact information, medical data and emergency contacts. The authorized pick-up form will also be sent home and is a place for parents to designate who may pick up their child, in addition to them (i.e., siblings, babysitters, grandparents, neighbors). **Please update this form as needed.** A child will only be released to a parent or someone authorized on the form. If the child is going to be picked up early, the person picking up the child must report to the office and sign the child out. Please be prepared to show identification, if necessary.

### *Security*

In cooperation with the Boone County Police Department and Emergency Services, St. Timothy Catholic School has undergone training to prepare teachers and students for potential threats. Additional training will continue to be provided. Security cameras are in place for further protection and we have an SRO on campus every day from 7am-2:45pm.



### School Visitation

All doors are kept securely locked at all times. All visitors must enter through the main door and be buzzed in. Upon entering the school, all visitors must obtain a Visitor's Pass. Appointments with teachers must be made in advance and no one may go to a classroom before checking into the office. The safety of our students is our utmost priority. Visiting the school, as well, as volunteering for your student's class will be made at the discretion of the principal. In addition, anyone volunteering during the school day, is not allowed to have siblings and/or additional children accompany them. This is for the safety of all students and staff and so you can focus on volunteering your time free of distraction.

### Child Custody

The school office must have current written documentation regarding custody and visitation rights for each child. Unless the office has documentation of the contrary, the school will contact only the custodial parent. Kentucky law provides that "the custodial parent/guardian may determine the child's upbringing including his/her education." However, a non-custodial parent may have access to the child's records under one or more of the following conditions:

1. Access is granted by divorce decree.
2. The custodial parent has given written permission for limited or total access to the child's records.
3. A court order has been issued granting access to the child's records to the noncustodial parent.

In the case of joint custody, both parent's signatures must be on file. All documentation will be kept in the student's file in the school office.

### Emergency

In the event of an emergency during the school day, the principal will initiate the appropriate procedures. All faculty, staff and volunteers will focus on protecting the students. Should there be a situation that is a potential threat to anyone inside the building, the school will follow the **planned procedures** to account for all students and ensure their ongoing safety until the police give an "all clear" or direct the classes to evacuate.

Parents should follow these directives:

1. **DO NOT COME TO SCHOOL.** Listen to the Emergency Broadcast System on the radio or television. Unnecessary traffic and people will only slow down the police/fire responders and increase the number of emergency personnel needed to aid in the emergency.
2. **DO NOT CALL THE SCHOOL.** When it has been determined that parents may pick up their children, the media will be used to inform you. **If possible**, the school notification system (Flocknote, All Call, website, etc) will also be used.

- 3. PICKING UP STUDENTS.** This will take place at a designated evacuation area and may only occur with a photo ID and signature of the parent or legal guardian. Students will **not** be released without both of these in place.

### *Fire Drills*

Monthly fire drills will be conducted throughout the school year with the cooperation of the Boone County Fire Department. Classroom evacuation maps are located in each classroom and rules and procedures are reviewed with students throughout the year. Students are expected to exit the classroom and building quickly and quietly and to follow directions. Failure to cooperate with safety procedures may result in disciplinary action.

### *Tornado and Earthquake Drills*

Two tornado and earthquake drills are required throughout the school year. Classroom evacuation maps are located in each classroom and teachers review the rules and procedures with their students. Failure to cooperate with safety procedures may result in disciplinary action.

### *School Lockdown*

Twice a year, students will practice school lockdown and stay in place procedures. Teachers and staff have been trained for both of these situations.

### *Inclement Weather*

When there is inclement weather, St. Timothy administration will decide if we will follow an alternate schedule, close for the day or have a regular schedule. The school will consider student and family safety as the top priority when making this decision.

Families are the ultimate decider in what is best for their family and should communicate that with the office if a separate accommodation is needed. Emergency school closings or delays will be announced through *Flocknote*. It is the responsibility of the parents to notify the office of any phone or email changes.

Inclement weather adjustments will either be a closure, a 60-minute delay, a 90-minute delay or a 2-hour delay. St. Timothy does **not** always follow Boone County Schools delays and/or closures. However, if Boone County Schools are NOT in session and St. Timothy is, there will be no bus transportation. The buses will run if Boone County has the same delay.

At the start of the school year, parents will complete the *Authorized Pick-up* form which designates who the school can release a student to in the event of an early dismissal. Please be sure to keep this information updated throughout the year.

## STUDENT SERVICES/HEALTH SERVICES

### Screenings

Hearing screenings may take place in the Fall to Kindergarten and certain grades or throughout the year to any new students or students with concerns. Screenings are conducted by the Speech Pathologist or a trained volunteer. Some students may receive a referral for a doctor visit upon completion of the screening. Notification of the screenings will be sent home prior to the screening time.

Students are examined for head lice on an as needed basis. If a child is found to have head lice, his/her school age siblings will also be examined. If 2 or more cases are found within the same class, the entire class will be examined. Children found to have evidence of head lice will be sent home with information on how to provide treatment. The children may not return to school until they are not free. Each child will be examined in the clinic to make this determination. Parents will be notified if there is more than 1 case per class.

### Requirements

Emergency forms must be on file in the school office at all times so office personnel may act accordingly. A physical examination, including an eye exam, is preferred, but it is not required by the Diocese of Covington for admission of new students. **All children are required to present a valid state of Kentucky immunization certificate upon enrollment in school.** This certificate will be kept on file and sent home for renewal so it is valid at all times. This is in compliance with the Kentucky state health code. We cannot accept immunization records from another state. The proper steps must be completed to get an out-of-state certificate transferred to a Kentucky immunization certificate.

### Medicine

According to Diocesan and Kentucky regulations, aspirin (this includes Tylenol, Motrin, etc.), vitamins, antihistamines, or any other medication may not be given to any student, nor may such medication be part of first-aid supplies. (Diocesan Handbook, 5141.1) However, we do recognize that some students may be on medication that must be taken during the school day.

This medication should be brought to the school office where the student may come to take it as prescribed. Parents must send in a note with the following:

- Written notice with medication in the original bottle.
- Parent and/or physician signature with clear directions for administering (i.e., time, frequency, amount).
- Parents should clearly mark the medication with the student's name.
- Students should report to the office and the principal, office manager or administrative assistant will dispense the medicine. Medication may not be given

out by teachers. All medicine must be dispensed from the school office and/or clinic under the supervision of an administrator.

- All medications and first aid given is to be documented in the appropriate binder.

Medicinal Cannabis: The Diocese of Covington prohibits the use of medicinal cannabis on school property and at school sponsored events.

### **Food Allergies**

In order to keep the safety of all our students in mind, parents must notify the school of any serious food allergies for their child at the beginning of the school year so the appropriate teachers can be notified.

Information regarding your child's allergy, medications needed, and an action plan is necessary to keep on file. All emergency medications are stored in the school office or the teacher's emergency bag that is carried whenever leaving the classroom.

All food treats must be store-bought with food labels, in consideration of those students with food allergies. There is a special table available at lunch, if needed. If your child has an environmental, medication or food allergy, please be sure to share this pertinent information with the front office and their teacher. **We highly encourage those students with severe food allergies to wear a medical bracelet.**

### **Injury/Illness**

In case of injury or illness, parents will be called at the judgment of the administration. The child will be dismissed from school only in the company of his/her parent, guardian or another adult as named on the emergency form. Extreme emergencies will be dealt with at the discretion of the principal until parents are reached. If your child has any restrictions due to an illness or injury, a written explanation of what the child can and cannot do must be turned into the office and any relevant teachers.

## **LOST AND FOUND**

Students should put names on all personal items. Lost items may be found in the "lost and found". The school cannot be responsible for lost articles. At the end of each quarter, items not claimed will be donated to Saint Vincent De Paul. Please encourage your child to look through the lost and found often for their items.

## **RIGHT TO AMEND**

Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep families informed of all changes as soon as it is practical; however, some changes might be necessary immediately due to unforeseen circumstances.